

Health and safety policy for Covid 19

**This is the statement of policy and arrangements for reducing risks of Covid 19 transmission:
Word Academy**



Michelle Mapstone

has overall and final responsibility for health and safety

Michelle Mapstone

has day-to-day responsibility for ensuring this policy is put into practice

Risk	Responsibility of:	Action/Arrangements
Covid 19 transmission for all students	Michelle Mapstone	<ul style="list-style-type: none">• Classroom (table, chairs, door handles and any other equipment touched by students) to be cleaned between lessons.• Handwashing (using sanitizer) at beginning and end of lesson for all students and tutor.• Students to bring their own stationary or to be provided with stationary to use each lesson.• No changing of groups – offer online catch up session on Fridays instead.• Students who show symptoms must stay at home and will be offered an online session for 1-1 or Friday catch up session online for group classes.• If a student displays symptoms, they will be immediately isolated from other students and then parents will be contacted and requested to collect their child from the class immediately.• Contamination advice to be followed should there be a confirmed case.• Whole centre to be online for 14 days if a student or staff member tests positive.• Lessons outdoors when dry and / or doors open to allow good ventilation when the weather allows.• Classes a maximum of 4 in a group.• Communicate with parents to avoid public transport to attend.• Communication between parents and teacher to be via email/ phone call and not at the end of lessons to avoid transmission and to give time for thorough cleaning between lessons.• Parents to remain outside the classroom at drop off and pick up and where possible to avoid coming onto site, i.e. for older students.• Parents and students to avoid arriving early and to leave promptly at the end of lessons.

Signed: * Michelle Mapstone

Date:

22nd September 2020

